



**ఆంధ్రప్రదేశ్ రాజపత్రము**  
**THE ANDHRA PRADESH GAZETTE**  
**PUBLISHED BY AUTHORITY**

**PART II EXTRAORDINARY**

No.88

AMARAVATI, SATURDAY, JULY 18, 2020

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**NOTIFICATIONS BY HEADS OF DEPARTMENTS, Etc.**

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**HIGH COURT OF ANDHRA PRADESH**

ROC No.50/SO/2020

Dated: 5.03.2020

**NOTIFICATION No.5/SO/2020**

**GUIDELINES FOR APPOINTMENT OF LAW CLERKS TO HON'BLE JUDGES**

In exercise of the powers conferred by Article 229 of the Constitution of India, the Hon'ble the Chief Justice is pleased to frame the following guidelines for appointment of Law Clerks to Hon'ble Judges of the High Court of Andhra Pradesh, Amaravathi.

1. Short Title: The Guidelines provided herein shall be known as "Guidelines for Appointment of Law Clerks on contract to Hon'ble Judges of the High Court of Andhra Pradesh," Amaravathi.
2. Definitions: Unless there is anything repugnant to the context-
  - (i) "Chief Justice" means the Hon'ble the Chief Justice of the High Court of Andhra Pradesh, Amaravathi.
  - (ii) "Judge" means a Judge of the High Court of Andhra Pradesh, Amaravathi.
  - (iii) "University" means a University established by or under a Law of Parliament or State Legislature.
  - (iv) "Website" means the Official website of High Court of Andhra Pradesh. ([www.hc.ap.nic.in](http://www.hc.ap.nic.in))

3. **Appointing Authority:** The authority competent to engage the services of a person as Law Clerk to the Hon'ble Judges shall be the Hon'ble Chief Justice.
4. **Age:**
  - (i) A Candidate must not have attained the age of 30 years as on 1st January / 1st July, preceding the last date fixed for submission of applications.
  - (ii) He/she must be a citizen of India.
5. **Eligibility Criteria:** A Candidate will be treated as eligible to be engaged as a Law Clerk provided he/she satisfies the following criteria:
  - (i) The Candidate should have acquired a Degree in Law from a recognized University, having studied a 5-year regular stream after completion of 10+2 years of schooling or who have studied (after 10+2) a regular curriculum degree course followed by a 3 year regular law degree from a University or a college affiliated to a recognized University.
  - (ii) The Candidate should have passed the Degree in Law within 2 years immediately preceding the date of notification for selection of Law Clerks.
  - (iii) The Candidate should not be pursuing any other regular course of study or pursuing any other profession or occupation, which may require them to be away from their place of work during the period of their engagement as Law Clerk.
  - (iv) The Candidate should not have enrolled as an Advocate in any of the State Bar Councils.
6. **Period of Assignment and De-assignment of Law Clerks:**
  - (i) The engagement as Law Clerk will be normally for a period of one year from the date of assignment. However, subject to the approval of the Hon'ble the Chief Justice, the period of assignment can be extended for a further period not exceeding four years.
  - (ii) The assignment of any Law Clerk may be discontinued even before the completion of one year, without notice if his/her services are found to be unsatisfactory.
  - (iii) The Candidates should join their assignment of Law Clerk within the period specified in their order of appointment. The request for extension of time for joining the assignment as Law Clerk may be entertained, on sole discretion of the Chief Justice.
  - (iv) Law Clerk shall not be treated or deemed to be an employee either of the High Court Service or of the Judicial or Judicial Ministerial Service.

- (v) If a Law Clerk desires to have the assignment terminated before the expiry of the period of assignment, he/she shall give an advance notice of a duration of not less than one month to the High Court.

#### 7. Selection Process:

- (i) Selection for the assignment of Law Clerks shall be made by way of notification inviting applications from willing and eligible candidates.
- (ii) Prominent Law Schools/Universities may also be invited to recommend their Alumni.
- (iii) Such applications shall be made in the form as prescribed in Annexure, which can be downloaded from the High Court website ([www.hc.ap.nic.in](http://www.hc.ap.nic.in)) and it should be accompanied by copies of documents, as enumerated therein.
- (iv) Eligible Candidates will have to appear for viva voce at Amaravathi at their own expenses on the date, time and venue to be intimated to them.
- (v) The selection shall be made by the Hon'ble the Chief Justice through a committee nominated by the Hon'ble the Chief Justice.
- (vi) The Selection shall be based on merit. The list of candidates selected by the Hon'ble Committee, shall be subject to the approval of the Hon'ble the Chief Justice.

#### 8. Duties and Responsibilities assigned to Law Clerks: Law Clerk is expected to assist in work to Hon'ble Judges primarily in their Judicial and academic side, which may include –

- (i) Reading of case files, preparation of the case including case summary and notes, chronology of dates/events.
- (ii) Identifying facts and issues, questions that may arise or may need to be addressed.
- (iii) Research work including case Laws, Articles for judicial orders and study material for conferences/seminars/meetings.

#### 9. Record of Attendance of Law clerks:

All the Law Clerks should mark their attendance in the Attendance Register kept in the Room of the Assistant Registrar (Admn.) before they proceed to the Chambers of the respective Hon'ble Judges, to whom they are attached.

#### 10. Leave Entitlement:

- (i) Law Clerks shall be entitled to Casual Leave at the rate of one day for every completed month of assignment.
- (ii) They will be permitted to proceed on Casual Leave with prior intimation to the Hon'ble Judge to whom they are attached



- (iii) If, any Law Clerks are found to be exceeding the permissible limit of 12 days of Casual Leave in a Calendar Year, necessary deductions will be made from their monthly Honorarium on pro-rata basis.

11. Honorarium:

- (i) Each Law Clerk shall be paid a consolidated amount of Rs.25,000/- (Rupees Twenty Five thousand only) per month as Honorarium for the assignment.
- (ii) Law Clerks shall not be entitled to any other allowances or perks.

12. Bar to Practice as Advocate or Taking up Employment:

- (i) No Law Clerk shall during the currency of their assignment be entitled to enrol or practice as an Advocate in any Court of Law or Tribunal or Authority and it will be obligatory for them after accepting the assignment as Law Clerk to inform the Bar Council concerned, in writing that he/she shall not practice as an Advocate as long as he/she continues with the assignment as Law Clerk.
- (ii) The Law Clerks during the currency of their assignment shall not be entitled to take up any employment, engagement of whatsoever nature either on a full time or a part time basis.

13. Conduct of Law Clerk:

- (i) During the assignment, every Law Clerk shall maintain a high standard of dignity/reputation and integrity commensurate with the responsibilities entrusted to him/her.
- (ii) Similarly, during the period of assignment and at all times, the Law Clerk shall maintain complete/highest confidentiality regarding the work assigned to him/her by the Hon'ble Judge he/she shall maintain utmost confidentiality in respect of matters which come to his/her notice by virtue of such assignment and shall ensure that no information or document is leaked out because of his/her mishandling of papers or his/her deliberations with others, or any other manner. A breach of this essential condition can lead to appropriate action.

14. Access available to Law Clerks:

Law Clerks are permitted access to the Court Halls and Judges' Library. However, with prior permission from the Hon'ble Judges they can access the Computers and Internet in the Chambers of the Hon'ble Judges, or as directed by the Hon'ble Judge with whom he is working.

15. Dress Code for Law Clerks:

- i) For Male Law Clerks - Black Trousers, White Shirt (Full Sleeves), Black Coat with Black Tie and Black Shoes.
- (ii) For Female Law Clerks - White Blouse with Light Colour Saree (or) White Salwar Kameez with black Dupatta or Black Trousers with White Shirt, and Black Coat.

**Sd/-,**

*Registrar (IT-cum-CPC)*

*I/c. Registrar General.*

**ANNEXURE****APPLICATION FORM****APPLICATION FOR THE POST OF LAW CLERK ON CONTRACT BASIS TO ASSIST THE HON'BLE JUDGES OF HIGH COURT OF ANDHRA PRADESH.**

To

The Registrar General,  
High Court of Andhra Pradesh,  
Amaravati.

Latest passport  
size photo duly  
attested by a  
Gazetted  
Officer /  
Principal of  
Law College

1. Name :  
(Full name in Capital Letters)
2. Father's Name :
3. Date of Birth & Age :  
(proof to be enclosed)
4. Academic Qualifications :  
(proof to be enclosed)
5. If the candidate is enrolled  
as an Advocate in any Bar :  
Council, the details thereof
6. Technical Qualifications if any :
7. Nationality :
8. Category (OC/OBC/SC/ST) :
9. Languages Known :
10. Permanent Address :
11. Address for Correspondence :  
with contact number

Place:

Date:

Signature of the Candidate

**VERIFICATION**

The above information is true and correct to the best of my knowledge. No part of it is false or incorrect and nothing material has been concealed therefrom.

Signature of the Candidate

**INSTRUCTIONS**

1. A Candidate must not have attained the age of 30 years as on 1<sup>st</sup> January / 1<sup>st</sup> July, preceding the last date fixed for submission of applications.
2. He/She must be a citizen of India.
3. Candidate should have acquired a Degree in Law from a recognized University, having studied a 5 year regular stream after completion of 10+2 years of schooling or who have studied (after 10+2) a regular curriculum degree course followed by a 3 year regular law degree, from a University or a college affiliated to a recognized University.
4. The candidate should have passed the Degree in Law within 2 years immediately preceding the date of notification for selection of Law Clerks.
5. The candidate should not be pursuing any other regular course of study or pursuing any other profession or occupation, which may require them to be away from their place of work during the period of their engagement as Law Clerk.
6. Application shall be made in the form as prescribed, which can be downloaded from the High Court website ([www.hc.ap.nic.in](http://www.hc.ap.nic.in)) and it should be accompanied by copies of documents relied.
7. Filled in application to be reached in the High Court by registered post acknowledgement due on or before \_\_\_\_\_ at 5.00 pm.

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